

Position Description EP

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:

NEW POSITION

X

EXISTING POSITION

Part I -- Items 1 through 12 to be completed by department head or personnel office. Items 13 through 17 are for use by the personnel office.		
1. Agency Name Department for Children and Families	9. Position Number K0225687	10. Budget Program Number 629/55100
2. Employee Name	11. Present Class Title (if existing position) Social Work Supervisor	
3. Division Integrated Service Delivery	12. Proposed Class Title	
4. Section Protection and Prevention Services	13. Allocation	
5. Unit KPRC	14. Effective Date	14 b. FLSA Code
6. Location (Address where employee works) City: Topeka County: Shawnee	15. By Approved	
7. (Indicate Appropriate Time) Full Time Perm. X Inter. Part Time Temp. %	16. Audit Date: By: Date: By:	
8. Regular hours of work. (indicate approx. time) 8:00 a.m. - 5:00 p.m. FLEX	17. Position Reviews Date: By: Date: By:	
For Use BY Personnel Office ONLY		

Part II -- to be completed by department head, personnel office, or supervisor of the position.

18(a). Briefly describe why this position exists. (What is the purpose, goal, or mission of this position.)  
This position one of 3 supervisors responsible for management and supervision of this statewide 24/7 program which receives and disseminates reports of adult and child abuse/neglect.

19(b) If this is a request to reallocate a position, briefly describe the organization, reassignment of work

19. Who is the supervisor of this position? (Who assigns work, gives direction, answers questions and is directly in charge.)		
Name	Title	Position Number
Jane Meschberger	PSE II	K0154564
Who evaluates the work of an incumbent in this position?		
Name	Title	Position Number
Jane Meschberger	PSE II	K0154564

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed from general direction of laws, agency policy and procedures and child welfare best practice. Employee must exercise foresight, initiative and interpersonal skills. Verbal and/or written assignments are general and outcome oriented, allowing for, and requiring the employee considerable latitude for independent judgment.

b) Which statement best describes the results of error in action or decision of this employee?

	Minimal property damage, minor injury, minor disruption of the flow of work.
	Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
X	Major program failure, major property loss, or serious injury or incapacitation.
	Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*How is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

Number	Percent	E or M	Description
1.	15%	E	Manages according KPRC outcomes by monitoring and analyzing data from database systems and ACD reports.
2.	20%	E	Manage intake worker/administrative specialists and KPRC social worker/social work specialist positions by following agency policy and requirements and developing Performance Management Process objectives and expectations representative of the KPRC outcomes.
3.	25%	E	Supervises intake worker/administrative specialists and KPRC social worker/social work specialist by directing work assignments providing training on job tasks, agency policy and KPRC procedures, coaching to improve skills and efficient work habits and meeting with employees regularly.
4.	10%	E	Respond without delay to concerns from public and request or inquiries from regional CFS employees regarding actions and decisions of KPRC.
5.	5%	E	Assess equipment functioning and needs to communicate requests to Information Technology and Telecom support and develop contingency plans as indicated.
6.	10%	E	Participate in the development of intake and assessment and KPRC policies, procedures and program development. Communicate procedures and changes to KPRC employees.
7.	10%	E	Manages and monitors activities of the Office of Customer Services including supervision of intake worker/administrative specialists performing customer service functions.
8.	5%	E	Perform other duties as assigned by the Program Administrator of Protection Unit or Director of Children and Family Services.

\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform duties properly could result in potential loss of and/or wasteful expenditures of funds, impede service delivery to adults and families which could result in harm to children and adults, and put the agency in jeopardy of legal action.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

<input type="checkbox"/>	Lead worker assigns, trains, schedules, oversees, or reviews work of others.
<input checked="" type="checkbox"/>	Plans, staffs, evaluates, and directs the work of employees of a work unit.
<input type="checkbox"/>	Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are directly supervised by employee on this position.

Title

Position/KIPPS Number

Administrative Specialists	K0089874
Administrative Specialists	K0150606
Administrative Specialists	K0163094
Administrative Specialists	K0163222
Administrative Specialists	K0164192
Administrative Specialists	K0164194

Administrative Specialists	K0206172
Administrative Specialists	K0206177
Administrative Specialists	K0206194
Social Work Specialists	K0042765
Social Work Specialists	K0049111
Social Work Specialists	K0072788
Social Work Specialists	K0162867
Social Work Specialists	K0162736

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**24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?**

Daily contacts made with staff in other SRS offices and divisions, affiliate agencies, and the public to manage statewide reporting functions.

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**25. What hazards, risks or discomforts exist on the job or in the work environment?**

Stress related to heavy volume of work, particularly during periods of peak demand and under staffing, working with hostile, abusive clients, agency and community expectations conflict and legal liability.

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**26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.**

Telephone - Daily  
Personal Computer - Daily  
Information Systems - Daily  
Fax Machine - Daily

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**Part III -- To be completed by the department head or personnel office.**

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**27. Minimum Qualification as Stated in Kansas Class Specifications**

Must possess two years of experience in managing, administering and/or supervising human, financial, physical or information resources, and any additional education and experience criteria which meets the agency's requirement for the position.

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**28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).

Licensed Kansas Social Worker

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B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services

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C. List preferred education or experience that may be used to screen applicants.

Bachelor or Master Degree in Social Work with a Minimum of 2 years of experience in assessment of child abuse and neglect intakes.

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**29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).**

Able to communicate effectively orally and in writing.

Able to establish and maintain satisfactory working relationships with staff, community agencies and the public.

Able to identify and analyze problems and to select, implement and evaluate solutions.

Able to travel throughout the state.

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**30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others**

Follow safety protocols, comply with directions and procedures, comply with proper use of equipment, training regarding safety precautions.

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**PART IV - Signatures**

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Personnel Official

\_\_\_\_\_  
Date

**Approval**

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Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Head or  
Appointing Authority

\_\_\_\_\_  
Date